



2006 GEORGIA HOUSE OF REPRESENTATIVES SPEAKER'S INTERNSHIP PROGRAM

APPLICATION FORM

INSTRUCTIONS: Send this original copy of the completed application form, two writing samples, and a copy of your most current resume. These should be postmarked no later than **October 31, 2005** to the House Communications office. **Transcripts and reference forms must be mailed directly to the House Communications Office (address provided below).**

Name _____ Social Security # _____

Current Address _____

Permanent Address _____

Telephone (current) _____ (day) _____ (permanent) _____

E-mail Address _____

Are you a U.S. Citizen? ☐ yes ☐ no

Are you a legal resident of Georgia? ☐ yes ☐ no

County of legal residence _____ Date and place of birth _____

From which state do you have a driver's license & car registration? _____

In which state are you registered to vote? ☐ Georgia ☐ other _____ ☐ not registered

List colleges and professional schools attended (current enrollment first).

<i>Institution and Location</i>	<i>Major</i>	<i>Inclusive Dates</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Current Status (junior, senior) _____ Total hours completed _____

Major _____ Minor _____

Academic average & point system used _____

Undergraduate honors _____

Please check the position where you feel the best placement would be for you during this internship program. Explain why you feel this would be the best placement.

___ Speaker of the House office
(1 position available)

___ Law Student
(2 positions available)

___ House Communications
(5 positions available)

___ Information Technology
(2 position available)

Work History. Please list previous employment experiences (including part-time).

Background. Courses, work, or experiences related to the position you are applying for.

Interests. Organizations and extra curricular activities.

Computer Skills. Please check all that apply.

☐ Microsoft Work ☐ Word Perfect ☐ Excel ☐ Power Point ☐ Access ☐ other _____

References. List the names, address, and phone numbers of at least three but no more than five references. Include at least two professors (not TAs or grad students) who have taught you. **Ask your references to send both their completed forms and additional supporting statements directly to the House Communications office by October 31, 2005.**

Writing Sample. Please write a two to five page essay on how your studies and experiences have prepared you for this internship and what you expect to gain from the program. Also include any special attributes that you will bring to the Georgia General Assembly.

Instructor supervision is required. Please give the name, department, school, and phone number of the professor who will supervise your internship.

I hereby certify that I am a U.S. citizen and a legal resident of the state of Georgia. If selected, I hereby agree to abide by the rules and politics of the Georgia House of Representatives Internship Program.

(Signature of applicant)

(Date)

Mail to:
House Communications Office
Re: Speaker's Internship Program
18 Capitol Square
609 Coverdell Office Building
Atlanta, GA 30334
404.656.0305

****Applications due October 31, 2005****

There will also be an orientation for the program tentatively scheduled for the first week in January. We will be in contact with you regarding the specifics.

Checklist:

___ Original copy of application

___ Copy of resume

___ 2 to 5 page writing sample

___ 3 to no more than 5 references

___ College Transcript

Once all the applications are reviewed we will be in contact to let you know if you have been chosen for this program. If you are not selected this time please do not let this be your only time of applying. The Speaker's Internship program is a year round internship and we would like for you to apply again. If you would like your application to remain open for upcoming review periods, please check the box below.

☐ Yes, please keep my application and other provided information open for upcoming review periods.

☐ No, please discard my application and I will apply again, if still interested, at a later date.

(Signature of applicant)

(Date)

* If you have any problems or questions with the application or the Speaker's Internship Program in general please contact: **House Communications** 404.656.0305